

PROPOSED BY: Executive

INTRODUCTION DATE: November 7, 2018

**RESOLUTION NO. 2018 – 040**

**A RESOLUTION IN THE MATTER OF ADOPTING A SALARY SCHEDULE AND POLICIES FOR UNREPRESENTED WHATCOM COUNTY EMPLOYEES EFFECTIVE JANUARY 1, 2019 through DECEMBER 31, 2019**

**WHEREAS**, employees in certain County job classifications are unrepresented and do not engage in collective bargaining on matters relating to wages, benefits and other terms and conditions of employment; and

**WHEREAS**, unrepresented employees should be compensated, based on the concept of a salary matrix, within the proper range and step for authorized positions within the adopted biennial budget; and

**WHEREAS**, it is intended that Administration will follow the policies set forth below; and

**WHEREAS**, it is nonetheless understood that state law may override certain stipulations set forth herein;

**THEREFORE, BE IT RESOLVED** by the Whatcom County Council the following personnel policies, conditions of employment, and salary matrices are hereby adopted.

**Section 1. APPLICABILITY**

This Resolution applies to Unrepresented Employees and Elected Officials within the following groups:

- Group A ..... Department Heads
- Group B ..... Managers
- Group C ..... Professional and Supervisory
- Group D ..... Support (FLSA non-exempt confidential)
- Group E ..... Sheriff’s Office Law Enforcement Administration
- Group F ..... Sheriff’s Office Corrections Administration
- Group G ..... Court Reporters and Public Health Officer
- Group H ..... Court Commissioners
  
- Elected Officials ..... County Executive, Treasurer, Assessor, Auditor, Prosecuting Attorney, County Council, District Court Judge, Sheriff

References to “employees” herein are addressed to the persons within the groups listed above unless the context clearly indicates otherwise.

**Section 2. SALARY RANGES (Groups A through G)**

**2.1 Groups A through G.** Effective the full first pay period in 2019, each wage step in all ranges of the 2018 salary matrices shall increase by 2.25% (Addendum A)

The monthly salaries shall be established within the ranges and steps provided for each Group and shall be effective on the date listed on the applicable salary matrix and shall remain in place until changed.

Monthly salary amounts indicated are for one (1.0) FTE (full-time equivalent). On an annual basis, full-time equivalency is considered to be 2,080 hours, calculated as eight hours a day times five work days per week. Compensation for employees working less than full time is pro-rated based on a 40-hour work week. Monthly amounts may be converted to an hourly rate by dividing the monthly amount by 173.33.

**2.1.1 Sub-Ranges.** Certain sub-ranges (as designated on the appropriate salary matrix) were created to address supplemental compensation replacement for employees who were receiving compensation under Executive Order 2004-03. These sub-ranges are not applicable to other individuals. The sub-range is in recognition of previously negotiated compensation based on multiple assignments, varied duties, working far beyond the hours required in a regular work week, evening meetings, and responding to emergencies in order to minimize the cost of administration and provide the greatest flexibility for the County. Employees in sub-ranges 500.1 and 510.2 are not eligible for Interim Assignment Pay (section 4.6), Emergency Response Pay (section 4.10) or Paid Administrative Leave (section 4.5.1).

**Section 3. SALARY RANGES (Groups G and H and Elected Officials)**

**3.1 Flat Rate Positions (Group G).** The monthly salaries are flat rate with a Recognition and Retention component included. The monthly salaries in Addendum A are prorated as follows:

	<u>FTE</u>	<u>Range</u>
Court Reporter	.875	801
Health Officer	.60	802

**3.2 Court Commissioners (Group H).** Court Commissioners are paid at a rate equivalent to a percentage of the comparable state judiciary level salary set by the Washington Citizens' Commission on Salaries for Elected Officials to be effective September 1 of each year. If there is a change to the state judiciary salary level, salaries may be updated during the term of this Resolution.

	<u>% of Comp. Judge</u>	<u>Range</u>
Superior Court Commissioner	90%	903
District Court Commissioner	85%	904

**3.3 Elected Officials.** The Whatcom County Commission on Salaries for Elected Officials sets the salaries for the elected positions of Assessor, Auditor, Treasurer, Sheriff, Prosecuting Attorney, County Executive, and County Council which is adopted by Resolution every other year. The District Court Judge salary is set by the Washington Citizens' Commission on Salaries for Elected Officials.

## **Section 4. COMPENSATION AND EMPLOYMENT (Groups A through and G)**

**4.1 Step Movement.** All step increases shall be awarded on the basis of successful job performance. A performance evaluation must have been completed for employees in Groups A through D, and G within the last year and the most recent evaluation must "exceed requirements" overall to advance to the next step per the time period indicated on the appropriate salary matrix. Step movement will occur on the first day of the month of hire or the appropriate adjusted month.

**4.2 Reclassification or Promotion.** If funding is available within the authorized budget, department heads can request a promotion or reclassification of a position so long as it is in compliance with County policy on reclassifications (Policy AD140000Z) and receives written approval by the County Executive. Employees who are reclassified because of the addition of significantly higher-level duties, or promoted into a higher position, shall move to the step in the new range as provided below. Employees are generally placed in a step providing at least a 5% wage increase. The 'top wage step' is defined as the highest step in a given range which includes an annual increase in the wage rate over the preceding step. (Step 9 for Groups A, B, C, and E; Step 10 for Group D, and Step 8 for Group F.)

- If a 5% increase would place the employee below the top wage step in the new range, the employee is placed in the new range in the step providing at least a 5% increase. The reclassification or promotion date becomes the next step date.
- For employees currently below the top wage step if a 5% increase would place the employee at or above the top wage step in the new range, the employee is placed in the top wage step. The reclassification or promotion date becomes the next step date.
- For employees currently at or above the top wage step if a 5% increase would place the employee at or above the top wage step in the new range, the employee is placed in the new range at their current step and maintains their current next step date.
- For employees in Group E, the employee's base salary (steps 1 through 9) is used to calculate step placement.

**4.3 Realignment.** If funding is available within the authorized budget, department heads can request realignment of positions which are paid at least three percent (3.00%) below the average of at least four (4) of the six (6) comparable counties. All comparable counties where matches exist must be used. The realignment will occur in January following Executive approval of the written realignment request. Employees moving to a new range because of position or range realignment shall be placed in their current step (but no higher than the top step) one range above their current range. The effective date of the realignment shall become the step increase date. Positions which are experiencing recruitment and/or retention difficulties may be looked at during the year if funding is available within the current year's budget for the department.

**4.3.1 Additional Considerations.** In the event the County identifies a position as one with documented local recruitment and/or retention difficulties, then secondary comparables based on close geographical location and sociological issues may be considered.

**4.4 Position Movement to Lower Range.** Employees moving to a position in a lower range may have a salary adjustment up or down depending upon individual qualifications for the position, the nature of the work performed, and internal equity with no change to the next step increase date.

**4.5 Overtime and Compensatory Time Pay.** The provisions for overtime payments and compensatory time (for working over 40 hours in a week) apply only to employees who are covered as non-exempt by the Federal Fair Labor Standards Act (FLSA). Non-exempt employees requesting compensatory time in lieu of overtime pay shall have such request granted up to a maximum of twenty-four (24) hours per calendar year. Additional compensatory time may be mutually agreed to, but an employee may accrue no more than a maximum of 80 hours of compensatory time at any time. All compensatory time earned under this section shall be cashed out each year in December in the last paycheck of the calendar year.

**4.5.1 Paid Administrative Leave.** In recognition of the contributions unrepresented employees sometimes make in working far beyond the hours required in a regular work week, and the fact that FLSA-exempt employees do not get overtime or compensatory time, the Executive's Office has authority to award deserving FLSA exempt employees up to five (5) days of paid administrative leave per year. These days must be used in the year awarded unless County business prevents this occurring, in which case they can be carried over one year. Administrative leave may only be cashed out upon separation.

The Executive is empowered to authorize extra pay for unrepresented employees during a period of extraordinary circumstances (such as emergency conditions, a strike, etc.).

**4.6 Interim Assignment Pay.** From time to time, employees may be asked to cover all or part of the duties of a higher-level position during periods of extended absence, vacancy, or for special assignments. In these instances, interim assignment pay may be awarded. Department heads must complete an "Interim Assignment Pay Authorization Form" and submit to Human Resources prior to making the assignment. (Policy AD146100Z)

**4.7 Employment Opportunities.** Employees who wish to apply for a union position may do so by the posted closing date for union members. Applications will be reviewed only if there are no current eligible and qualified represented employees from the applicable bargaining unit who apply or who are selected for the opening. The County, at its sole discretion, may or may not at that time select unrepresented employees for any type of opening, or may proceed with a public posting and include the unrepresented employees in the employment process.

**4.7.1 Provisional Appointments.** The County may make provisional appointments for employees not fully meeting all requirements and qualifications. Such employees will be placed in a range lower than the posted position, receiving at least a 5% promotional increase (in compliance with section 4.2) and will not receive another promotional increase upon fully meeting posted requirements. They will maintain their step increase date when moved to the range of the posted position and be placed in the step closest to but not less than the provisional appointment rate of pay.

**4.8 Disciplinary Suspensions.** FLSA-exempt employees are not subject to unpaid disciplinary suspensions except in increments of full work-weeks, unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

**4.9 Employment at Will.** Employment is at will, which means either the employee or the County can end the employment relationship without being legally required to give notice or a reason except as stipulated herein, by County policy, or by law.

**4.10 Emergency Response.** Employees authorized in advance and required to respond in person to extraordinary emergencies, working anytime between the hours of 9:00 p.m. and 6:00 a.m., Monday through Friday and any time on Saturday or Sunday, shall receive a \$150 stipend per incident. If an employee is not on a pre-approved absence, and response to an incident is during normal hours but extends to hours or days noted above, no stipend is awarded. If the incident extends beyond 24 hours from the first response by employee and additional responses are required during times or days noted above, depending upon circumstances or the ability to flex time, an additional stipend may be awarded. Pre-authorization for extraordinary emergencies eligibility is provided by an employee's supervisor in advance with written approval of the department head for a specific incident requested after the incident occurs. Final approval of a specific incident is provided by the department head or designee (Policy AD146100Z). ("Authorization for Emergency Response Stipend or Compensatory Time"). In the case of department heads, pre-authorization and final written approval of a specific incident is provided by the Executive or designee.

**4.11 Recognition and Retention Premium.** Recognition and Retention Premium ceased to exist as a separate compensation item for all but Group E as it was rolled into applicable salary matrices.

**4.12 Attorney Probable Cause Compensation.** Any attorney in the Prosecuting Attorney's Office required to appear on a weekend or holiday at a scheduled Probable Cause hearing shall receive \$250 for his/her appearance.

#### **4.13 Nomination for Merit Step**

**4.13.1 Merit Step.** Employees who are not at the top wage step of their assigned range may be nominated by the department head to the Executive's Office for a one-step adjustment in recognition of documented exemplary performance. A step adjustment for merit does not impact the step date.

**4.13.2 Documentation.** Documented exemplary performance for a merit step shall include a performance evaluation within the last year with an overall rating of at least "4.00" with no individual elements or sub-elements at or below the "needs improvement" level. Additional documentation must be in writing and shall include specific information as to the employee's contribution:

- to achievement of some element or elements of the strategic plan;
- that has organization- or community-wide impact;
- to the completion of a specific, significant department project; or
- to a similar type of accomplishment.

**4.13.3 Timing.** Nomination requests will normally be submitted during the budget process, but may be submitted any time during the year. Submission requires funding to be available within the authorized budget for the department.

**4.14 Binding Arbitration Adjustment.** In recognition of the fact that two bargaining units within the Sheriff's Office have access to binding interest arbitration, Sheriff's Office employees in Groups E and F shall receive or be eligible for, on approximately the same basis as employees directly reporting to them, the following:

- Pay increases.
- The same basis for calculating longevity (Group E only). Performance evaluation within last year must "exceed requirements" overall in order to be eligible for the Premium.
- The same annual clothing allowance if they must maintain a dress uniform.
- Medical coverage to the extent available.

**4.15 Ability to Cross Border.** Employees must maintain the ability to cross the Canadian border if they are assigned to a position which may at any time require crossing the Canadian Border. The consequence for employees who become ineligible to cross the border will be determined on a case-by-case basis.

**4.16 Attorney After-Hours Weekly Rotations.** Public Defenders and Deputy Prosecuting Attorneys are assigned, on a rotating basis, to be accessible after work hours for a seven-day period of time to respond to and be available for time-sensitive court-related matters. After-hours weekly rotations are mandatory and assigned in advance; there is no lapse in after-hours coverage at any time. The weekly rotations are shared and each attorney will not work more than six (6) weekly rotations in any one year.

To recognize the disruption caused by working weekly after-hour rotations, and the fact that attorneys are exempt from overtime and not compensated for overtime work, attorneys completing each weekly rotation shall be granted the choice of **EITHER** twelve (12) hours of compensatory time off **OR** a \$400 stipend. Attorney positions eligible for compensatory time off or stipend pay include:

- Deputy I
- Deputy II
- Senior Deputy
- Senior Deputy II

The Director and Chief Deputy in the Public Defender's Office and the Chief Deputy and Assistant Chief Deputy in the Prosecuting Attorney's Office may be included in the rotations as needed and will be eligible for the stipend or compensatory time off.

**4.16.1 Attorney Compensatory Time Off.**

• Attorneys earn twelve (12) hours of compensatory time off following each weekly rotation. Time is recorded as "compensatory time earned."

• Attorneys may request compensatory time off to use in increments of not less than one hour whenever desired, however; approval will be subject to the same

department process as used for vacation requests. Compensatory time off is recorded as "compensatory time used."

- A maximum of 36 hours of compensatory time off may accrue at any one time. Unused compensatory time may be carried forward at the end of the year.

- Unused compensatory time will not be compensated, considered compensable, or credited for any purpose.

**4.16.2 Attorney Stipend.** Attorneys may elect to receive a \$400 stipend in lieu of compensatory time off. The stipend election will be recorded on their time record following the weekly after-hours assignment.

**4.17 Salaries of Sheriff's Office Administration (Groups E and F).** If there is a collective bargaining agreement settlement per section 5.6 (Binding Arbitration Adjustment), salaries may change during the term of this Resolution.

**4.18 Posting.** The most current salary addendum to this Resolution will be posted on the County's website.

## **Section 5. SCHEDULING (Groups A through G)**

**5.1 Work Schedule.** The hours of operation may vary between departments and divisions in order to better serve the public.

**5.2 Alternative Schedule.** Alternative scheduling allows the hours and the basic workday or workweek of an employee to be modified from the department standard to attend to County business or to accommodate a different schedule. Approval of alternative scheduling for FLSA non-exempt employees shall not allow for greater than forty (40) hours of compensation in any one work week, shall provide for no reduction in service to the public, and must not increase the County's compensation costs. Alternative scheduling requires the mutual agreement of the employee and the department head and approval of the Executive's Office or designee. FLSA non-exempt employees may not accumulate or not take lunch and/or rest breaks in order to shorten the workday or work week.

**5.3 Flex Time.** Periodic flex time may be used for personal employee matters including doctor, vision or dental appointments. Flex time may also be used following an emergency response, to attend meetings, or otherwise perform work on behalf of the County. Approval of flex time for FLSA non-exempt employees shall not allow for greater than forty (40) hours of compensation in any one work week, shall provide for no reduction in service to the public, and must not increase the County's compensation costs. Flex time requires the mutual agreement of the employee and the department head or designee. FLSA non-exempt employees may not accumulate or not take lunch and/or rest breaks in order to shorten the workday or work week.

## **Section 6. LEAVES (Groups A through H)**

**6.1 Sick Leave Accruals (Groups C through H).** For the purpose of sick leave benefits, sick leave shall accrue to each 1.0 FTE employee from their date of hire in the

amount of eight (8) hours for each month of employment, if benefits eligibility criteria are met (section 8.1), to a maximum of nine hundred and sixty (960) hours except as outlined below.

**6.1.1 Part-Time Employees.** Part-time employees' sick leave accrual rate will be pro-rated per currently assigned, but not more than their budgeted FTE.

**6.1.2 Sick Leave Accrual Maximum (Except Group E).** Employees who have accrued nine hundred and sixty (960) hours at the end of the last pay period of any year shall be allowed to accrue up to one thousand and fifty-six (1,056) hours (960 hours + up to 96 hours annual accrual) of sick leave during the year immediately subsequent. These additional hours of accrual may not be cashed out. The employee's total accrual reverts back to no more than nine hundred and sixty (960) hours at the end of the last pay period of the year.

**6.1.3 Sick Leave Usage.** Eligible employees (section 8.1) may request sick leave as accrued and may use it in increments of less than one scheduled workday for a covered purpose, but not less than one hour for FLSA exempt employees. ([Policy AD143460Z](#))

**6.1.4 Sick Leave Verification.** Following more than three consecutive days of absence, an employee may be requested to provide verification that the leave was for an eligible reason. ([Policy AD143460Z](#))

**6.1.5 Excess Sick Leave Contributions.** Employees who have at least 960 hours in their sick leave bank the first and last pay period of the year (or at the beginning of a calendar year and upon termination in that same year) will receive a contribution into their Health Savings Account (HSA), if they have one, or if they do not have an HSA, into a Retirement Health Savings (RHS) plan, based upon a portion of the hours accrued but not used during the year. Sick leave hours accrued to a maximum of forty-eight (48) hours will apply to a partial contribution to a Health Savings Account or Retirement Health Savings Plan if less than forty-eight (48) hours of sick leave are used that year. Calculation is based on 25% of eligible hours, paid at the rate in effect at year end.

**6.1.6 Sick Leave for Family Care.** Sick leave can be used to care for a family member. ([Policy AD143550Z](#))

**6.1.7 Sick Leave Cash Out.** Employees with three (3) or more years of current, continuous employment with the County shall be entitled to sick leave cash out upon voluntary separation, layoff or death in the amount of twenty five (25%) percent, or fifty (50%) percent if hired before May 15, 1984, of accrued hours up to a maximum of 960 hours. Employees must give at least two (2) weeks' notice prior to separation to be eligible for sick leave cash out.

**6.1.8 Sick Leave Sharing.** Employees may donate up to a maximum of twenty-four (24) hours per calendar year of accrued sick leave consistent with the provisions of [Executive Order 2018-3](#).

**6.1.9 Sick Leave Accrual Maximum (Group E).** LEOFF II employees may accrue sick leave up to a maximum of one thousand, four hundred and forty (1,440) hours. No more than nine hundred and sixty (960) hours shall be used as a base for calculating sick



leave cash out. If any hours are used per section 6.1.5 for partial contribution to a Health Savings Account, if they have one, or if they do not have an HSA, into a Retirement Health Savings Plan, such hours used in that calculation will no longer be available to the employee and will be deducted from the accrual bank.

**6.1.10 Bonus Days.** Employees in Groups E and F will receive an additional 40 hours of vacation time each year if they have accrued 600 hours of sick leave on December 31 of the previous year.

**6.1.11 District Court Judges.** District Court Judges shall accrue sick leave at the same rate as non-represented employees per section 6.1. Additionally, pursuant to RCW 3.34.130, District Court Judges will receive thirty (30) days' annual leave each January 1. Annual leave cannot be carried forward to the next year. When a District Court Judge vacates office, the total remuneration for annual leave and sick leave shall be granted as allowed by RCW 3.34.100, and shall not exceed the equivalent of thirty (30) days' monetary compensation.

**6.2 Vacation (Groups C through H).** Employees (except court reporters and superior court commissioners) shall be entitled to vacation accrual benefits if benefits eligibility criteria are met (section 8.1). Accruals for 1.0 FTE will be in accordance with the following schedule with the first employment year being the year hired and subsequent employment years being the first of the year. Prior regular County employment may be considered when determining employment year.

During 1st through 4th employment year	accrue 10.00 hours per month
During 5th through 9th employment year	accrue 13.34 hours per month
During 10th and subsequent years	accrue 16.67 hours per month

Vacation leave may be requested as accrued and approved and may be used in increments of less than one scheduled workday, but not less than one hour for FLSA exempt employees. No more than two hundred and forty (240) vacation hours may be carried forward from one year to the next; otherwise unused vacation in excess of two hundred and forty (240) hours at the end of the last pay period in any year shall be forfeited. The express purpose of vacation leave is to allow employees to take time away from work to relax, recreate and otherwise attend to personal matters. It is the policy of Whatcom County that employees shall take the regular vacation time allocated each year for the good of the employee and the County. If funds exist in the department's current budget, by mutual written agreement between the employee, the department head and the Executive's Office, vacation anticipated to be above the 240 hours carryover maximum can be cashed out each calendar year in the amount of 50% of accrued hours up to a maximum of eighty (80) hours. Upon separation, accrued vacation hours will be cashed out at 100%.

**6.2.1 Part-Time Employees.** Part-time employees' vacation accrual rate will be pro-rated per currently assigned, but not more than their budgeted FTE.

**6.2.2 Vacation and PTO Leave Sharing.** Employees may donate up to twenty-four (24) hours of accrued vacation leave or forty-eight (48) hours of Paid Time Off in a calendar year consistent with the provisions in Executive Order 2018-3.

**6.2.3 District Court Judges.** District Court Judges will receive thirty (30) days' annual leave each January 1. Annual leave cannot be carried forward to the next year. When a District Court Judge vacates office, total compensation for annual leave and sick leave shall be granted as allowed by [RCW 3.34.100](#) and shall not exceed the equivalent of thirty (30) days' monetary compensation.

**6.3 Holidays (Groups A through H).** Paid holidays will be posted on an annual basis. To receive holiday pay, employees must be in paid status or on approved voluntary unpaid furlough, the entire scheduled work day before and after the holiday.

**6.3.1 Personal Holiday (Groups C through G).** Employees (except court reporters and superior court commissioners) shall receive one (1) Personal Holiday each calendar year equivalent to their FTE on January 1 or upon hire, not to exceed eight (8) hours. The Personal Holiday must be used in the year it is earned, in increments of at least one hour for FLSA exempt employees. Personal Holidays are not cashed out upon separation.

**6.3.2 Working a Non-Judicial Holiday.** Employees required to work on a non-judicial holiday because state law requires an office to remain open, shall receive two (2) days off with pay at a mutually agreeable time.

**6.3.3 Working a Holiday.** Employees required by their department head to work a paid County holiday because of an emergency, a project that can only be completed when County offices are closed, or special directive from the Executive's Office, shall receive two (2) days off with pay at a mutually agreeable time. (see [Authorization for Emergency Response Stipend or Compensatory Time](#) form.)

**6.3.4 Part-Time Employees' Holiday Pay.** Part-time employees will receive holiday pay based on their currently assigned, but not more than their budgeted FTE.

**6.4 Paid Time Off (PTO) Bank (Groups A and B).** Employees will, in lieu of accruing vacation, sick and personal holiday, accrue time into a Paid Time Off (PTO) bank.

**6.4.1 PTO Accrual.** Accrual for 1.0 FTEs will be in accordance with the following schedule with the first employment year being the year hired and subsequent employment years being the first of the year. Employees appointed to an eligible PTO paid time off position will have their accrued and available vacation and personal holiday hours placed in a PTO bank. Prior regular County employment may be considered when determining employment year. Part-time employee's monthly PTO bank accrual rates will be pro-rated based on FTE.

<b>Group A</b>	<b><u>Accrual Rate/month</u></b>
Upon hire and subsequent years	26.00 hours
<b>Group B</b>	<b><u>Accrual Rate/month</u></b>
During 1 <sup>st</sup> through 4 <sup>th</sup> employment year	21.33 hours
During 5 <sup>th</sup> and subsequent years	24.67 hours

**6.4.2 Short-Term Disability Bank.** Each newly eligible employee will receive a "one-time" deposit of 480 hours into a Short-Term Disability bank (STD). Part-time

employee's STD bank deposits will be pro-rated based on FTE. The STD bank can be accessed only after an employee has been absent and used PTO bank hours to cover three consecutive work days for an illness or injury, for an approved Family/Medical Leave, or to provide care for a family member under Family Care or Family Leave. For each separate intermittent FMLA situation, only one period of three consecutive work days charged to PTO needs to be met each applicable 12-month period before gaining access to the STD bank. Access to the STD bank may require a physician's certification. Deductions from the STD bank must be for one hour or more. The STD bank is not eligible for cash out at any time.

**6.4.3 Sick Leave Bank.** Employees in Groups C through F appointed to an eligible PTO position in Group A or B will maintain their accrued and available sick leave hours in a bank, which can be accessed only if the one-time STD bank is depleted. Upon voluntary separation, layoff or death, the sick leave bank cash out will be cashed out per section 6.1.7.

**6.4.4 Paid Time Off Usage.** PTO hours may only be requested as accrued and used as approved. In the event an employee needs PTO for an illness or to care for a family member, the employee should give his or her supervisor as much notice as possible. Deductions from the PTO bank must be for one hour or more.

**6.4.5 Paid Time Off Bank Carryover/Cash Out.** No more than 330 PTO hours at the end of the last pay period in any year can be carried over to the following calendar year; any additional hours are forfeited. If funds exist in the department's current budget, by mutual agreement among the impacted employee, the department head (if applicable) and the Executive's Office, PTO anticipated to be above the 330 hours carry over maximum can be cashed out each calendar year in the amount of 50% of accrued hours up to a maximum of eighty (80) hours. Upon separation, hours in the PTO bank will be cashed out at 100%.

**6.5. Jury Duty and Military Leave.** Employees considered exempt under the Federal Fair Labor Standards Act (FLSA) shall have no deduction in salary for absences caused by jury duty or annual military leave. Jury duty and military leave will be provided as described in County Policy, USERRA or state law.

**6.6 Bereavement Leave.** Bereavement leave shall be provided to employees, who suffer a death in the immediate family, of up to five (5) days off (maximum of forty hours) without loss in pay. Immediate family members include a spouse or State registered domestic partner, child or parent (including step) of either the employee or the employee's spouse. Up to three (3) days off without loss of pay is available for other close family members (including step): brother, sister, grandchildren or grandparents of either the employee or the employee's spouse. In the event of a funeral or other memorial occurring as a result of the death of a current, lawful brother or sister-in-law, the affected employee may have up to eight (8) hours off without loss in pay to attend the funeral or memorial, if not covered above. Additional days off without pay or using accrued leave may also be available upon written approval of the department head. Requests for greater than five (5) days of leave without pay in a calendar year requires Executive Office approval.

**6.7 Civil Leave.** Civil leave with pay shall be allowed to permit an employee to testify in any federal, state or municipal court when a subpoena compels such testimony and

such testimony is on behalf of Whatcom County or is in connection with a matter in which Whatcom County is a party.

**6.8 Family Leave.** The County provides unpaid leave to any eligible employee covered by this Resolution, consistent with state and federal laws. Employees are not required to use accrued vacation time, sick leave, STD bank, or PTO bank before commencing unpaid family leave, except an employee who has previously used twelve (12) weeks of unpaid FMLA will, for the following four years, use all but a total of forty (40) accrued hours (including compensatory time) of allowable vacation, sick, PTO bank, STD bank, and personal holiday time before beginning unpaid leave during any subsequent twelve-month FMLA period. If leave pursuant to FMLA stipulations would also qualify as leave under any other County benefit, policy or type of leave, the period of the FMLA leave will run concurrently as permitted by law and will apply toward an employee's entitlement for each type of leave that may be applicable.

**6.8.1 Physician Certifications.** The County may require physician certifications in accordance with state and federal guidelines.

**6.9 Maternity Leave.** Accrued sick leave or STD bank time may be utilized for maternity/disability leave. In the event sick leave and/or the STD bank is exhausted before the employee returns to work, any vacation, PTO bank, or other paid leave which has accrued must be utilized before approval of any leave without pay is considered by the County, except for leaves falling under the federal Family and Medical Leave Act or County policy. If leave pursuant to this provision would also qualify as leave under any federal or state laws, the period of leave will apply toward the employee's entitlement to leave under any applicable laws consistent with section 6.8. Unless the birth mother chooses to invoke FMLA, a birth mother's period of temporary pregnancy-related disability shall not be deducted from the FMLA leave entitlement.

**6.10 Paternity Leave.** Employees may use accrued sick leave for the delivery of a child by their legal spouse or to care for their legal spouse or registered domestic partner during pregnancy and/or childbirth disability consistent with the provisions of Executive Order 2018-4.

**6.11 Leave for Illness or Injury.** Employees may request in writing, with appropriate health care provider verification, leave for major illness or injury utilizing Family/Medical Leave, accrued leaves, and unpaid leaves, as appropriate and as approved. Total time for the leave, which will include all time away from work, may be extended up to a maximum of twelve (12) months with the mutual consent of the department head and the Executive's Office. An employee who returns to work will be credited for length of return time to job of injury, if work related, within the twelve (12) month limit if the employee must go back on disability for the same illness/injury. Periodic health care progress reports may be required.

**6.12 Domestic Violence Leave.** The County provides reasonable leave to employees who are victims of, or who are family members of victims of domestic violence, sexual assault, or stalking, consistent with the requirements of the Washington Domestic Leave Law. Employees may choose to use accrued sick leave or other paid time off, compensatory time, or unpaid leave time.

**6.13 Absence Due to Adverse Weather.** FLSA non-exempt employee's absence due to severe inclement weather or other unusual emergency conditions will be charged to one of the following in sequential order: compensatory time, vacation leave, paid time off, personal holiday, or leave without pay. Employees who wish to take leave without pay must notify his/her payroll preparer before the department's payroll cut-off time. (Policy AD139010Z)

## **Section 7. ELECTED OFFICIALS**

**7.1 Wage Adjustments for Elected Officials.** Council Members and Executive Branch Elected Officials shall be compensated as set forth by Council resolution (Section 3.3).

## **Section 8. BENEFITS (Groups A through H and Listed Elected Officials)**

**8.1 Benefits Eligibility.** Employees must be compensated at least eighty (80) hours per calendar month and be in at least a .5 FTE position to be eligible for certain benefits (including, but not limited to, sick leave, holiday, vacation, PTO bank, STD bank, and health and welfare). Compensation is defined as payment of wages for work performed, vacation, accrued sick leave, PTO, STD, other paid leave, or income for industrial injury not to exceed twelve months. County payments of health and welfare premiums for benefits of unrepresented employees are made on behalf of employees. Compensation earned in one (1) calendar month provides health and welfare benefit coverage in the following month unless stipulated otherwise in plan documents. Any elected official or newly hired unrepresented employee will be initially eligible for health and welfare benefits the calendar month following at least 80 hours of compensation in one (1) calendar month. Waiting period requirements on individual plans must be met for benefit reimbursement. Due to the nature of elected official positions, they will be eligible for health & welfare benefits on the same basis as a 1.0 FTE.

**8.1.1 Benefits Coverage In Case of Documented Extended Illness or Injury.** If an employee has a health care provider documented extended illness, injury, or disability, and is unable to work or be compensated at least eighty (80) hours per calendar month, medical contributions will continue to be paid by the County for full employee and family coverage for up to twelve (12) months from the date the employee is first ineligible on account of such illness or injury unless employment is terminated or as adjusted per section 6.8. This twelve-month period will apply towards the COBRA continuation coverage period. Dental, vision and life premiums will be paid by the County for the first three months of ineligibility only. Periodic health care provider reports may be required.

**8.1.2 Part-Time Employee's Benefits Coverage.** Part-time employees who fail to receive 80 hours of compensation in a calendar month shall be considered eligible for all applicable benefits during the month in question when the failure to meet eligibility requirements is due to a quirk in scheduling and through no fault of the employee.

**8.2 Health and Welfare Benefits.** Elected officials set forth in Section 1 and eligible employees shall be granted the following health and welfare benefits. The benefits shall include full contribution by the County for the employee, spouse, and dependent children of the employee, unless otherwise noted.

- A) Medical – The Whatcom County Self-Insured Medical plan provides three medical plan choices through Health Management Administrators (HMA).
- B) Dental – Direct Reimbursement Dental through Navia Benefits Solutions.
- C) Vision – NBN Vision Plan with Washington Teamsters Welfare Trust.
- D) Long-Term Disability – employee only coverage with Sunlife.
- E) Life insurance –employee only coverage with Standard Life Insurance in the face amount of 1 times annual earnings to a maximum of \$50,000.

**8.2.1 Medical Plan Choices.** For 2019, the County will provide full family medical coverage with no payroll deduction under Plan 2000 or the Qualified High Deductible Plan (QHDHP). Employees may alternatively buy up to the lower deductible Contributory Plan with a monthly payroll deduction. Employees will elect their next year's plan choice during an open enrollment period in November.

**8.2.1.1 Plan 2000.** Employees may elect to participate in the Plan 2000 with no payroll deduction. This is the default medical plan.

**8.2.1.2 Qualified High Deductible Plan (QHDHP) and Health Savings Account.** Employees may elect to participate in the Qualified High Deductible Plan with no payroll deduction. Employees electing to participate in the QHDHP plan will be eligible to establish a Health Savings Account (HSA) if they are otherwise qualified to have such account.

**8.2.1.2.1 First Time Enrollees.** For first time enrollees, the County will contribute to the HSA a total of \$1,250 per employee if signing up as an employee only **OR** \$2,500 per employee as seed money if signing up as an employee plus dependents. Part-time employees will receive a pro-rated contribution based on their budgeted FTE. One half the annual HSA contribution amount will be funded in January and the balance will be contributed in 11 equal monthly amounts for the remaining months in 2019. Participating employees are also eligible to contribute to the HSA.

**8.2.1.2.2 New Hires.** Employees who choose the Qualified High Deductible Plan (QHDHP) will be eligible to establish a HSA, if they are otherwise qualified to have such account. The County will contribute to the HSA a total of up to \$1,000 for employee only **OR** up to \$2,000 for employee plus dependents as seed money for first time enrollment. Part-time employees will receive a pro-rated contribution based on their budgeted FTE. Fifty percent (50%) will be contributed the calendar month following eighty (80) hours of compensation in one calendar month and enrolled in the HSA with monthly contributions of either \$45.45 (employee only) or \$90.91 (employee plus dependents) throughout the remaining months in 2019. Participating employees are also eligible to contribute to the HSA.

**8.2.1.3 Contributory Plan.** Employees may elect to participate in the Contributory Plan via authorized monthly payroll deduction.

**8.2.2 Employees Compensated Less Than Full Time.** Employees in budgeted positions less than 1.0 FTE, who are compensated at least 80 hours in a calendar month, are eligible for employee-only medical coverage with no contribution if they choose Plan

2000 or the Qualified High Deductible Plan. Employees may elect full family coverage and contribute the difference between the appointed FTE and the County contribution for full family medical coverage, plus 100% of the employee contribution if employee chooses the Contributory Plan. (This requirement for pro-rated contributions does not apply to employees in Group G or Whatcom County Council members).

### **8.3 Other Benefits.**

**8.3.1 Flex 125.** The County will pay set-up costs and ongoing maintenance costs to allow employees to utilize a Dependent and Health Care Reimbursement Plan.

**8.3.2 Retirement Plans.** The County provides payment to retirement plans through the Washington State Department of Retirement Systems (DRS), which also requires contributions from eligible employees. Elected officials may elect, but are not required, to participate in a DRS plan.

**8.3.3 Deferred Compensation.** The County provides the opportunity for voluntary employee participation in deferred compensation (457 plans) and 401(a) programs. The County matches these contributions fifty cents on the dollar, up to a maximum of 2% of base salary, with County contributions placed in a 401(a) Plan. New employees, within thirty (30) days of hire, may elect to contribute directly to the 401(a) plan.

**8.3.4 Employee Assistance Program.** The County provides confidential counseling assessment services through an Employee Assistance Program for employees and their immediate families.

**8.3.5 Sheriff's Office Disability Plan (Group E).** LEOFF II and PERS employees in the Sheriff's Office will be provided a substantially equivalent disability plan as that provided to employees directly reporting to them. Such employees are not eligible to participate in the Long-Term Disability Plan offered under section 8.2.D.

**8.3.6 Retirement Health Savings Plan.** The County provides a tax-free Retirement Health Savings Plan (RHS) to use for qualified medical expenses, in accordance with IRS regulations. The County will administer the RHS plan consistent with the County's RHS plan documents. Contribution types, which are mandatory within identified groupings of employees, may include, but are not limited to: contribution of excess sick leave; contribution of a percentage of base salary; and contribution of sick leave, vacation and/or PTO bank cash outs at voluntary separation from County employment. The County may at its discretion identify additional recognized groupings of unrepresented employees to have one or more of the existing contribution types applied.

**8.3.6.1 Contribution to Retirement Health Savings Plan (Groups E & F).** Employees in Groups E and F have elected a voluntary reduction of 3% of their base salary to be withheld and placed by the County into employee's Retirement Health Savings Account.

**8.3.6.1.1 Mandatory Contributions.** When an employee in Group E or F separates from employment, sick leave cash out, per section 6.1.7 and vacation cash, out per Section 6.2 will be mandatorily contributed to his or her Retirement Health Savings account.

**8.3.7 Clothing Repair & Replacement.** Employees, who, in the course of pursuing their assignments, suffer a loss or substantial damage to clothing, excluding normal wear and tear, shall be reimbursed the reasonable cost for the repair or replacement of like items at a rate commensurate with the condition of the claimed item. Personal property shall be repaired or replaced up to \$35.00 per item.

**8.3.8 Electronic Funds Transfer.** All newly hired regular employees shall authorize paycheck deposit by electronic funds transfer (EFT) within thirty (30) days of employment. Employees may temporarily stop EFT in emergency situations with at least seven (7) days' notice before a scheduled payday, but must restart EFT within three months.

**Section 9. POLICY OR PROVIDER CHANGES**

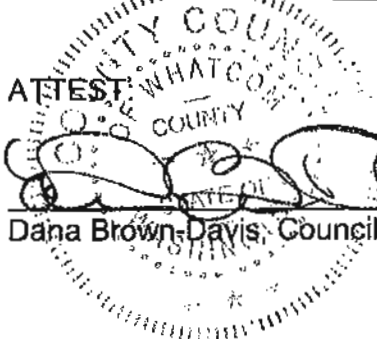

From time to time, the County may change provisions in this Resolution or select different providers of benefits, which may impact plans offered. Nothing in this document shall limit the County's ability to change any provision in this Resolution or to search for the most cost effective benefit packages, nor shall it commit the County to selecting any specific provider or plan.


**Section 10. EFFECTIVE DATE**

All changes in salaries under this Resolution shall become effective on the first full pay period in January, 2019. All changes in benefits under this Resolution shall become effective January 1, 2019. Salaries and benefits shall remain in effect until rescinded, except where noted otherwise, and except that any further changes may be retroactively applied as approved by the County Council.

**AND FURTHER, THEREFORE, BE IT RESOLVED,** that Resolution No. 2017-052 is hereby rescinded effective January 1, 2019 and this Resolution shall become effective that same date.

APPROVED this 7th day of November, 2018.

ATTEST:    
Dana Brown-Davis, Council Clerk

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON  
  
Rud Browne, Council Chair

APPROVED as to form:

  
~~\_\_\_\_\_~~ Civil Deputy Prosecuting Attorney



## Addendum A 2019 Salary Matrix for Unrepresented Employees

### Group A - Department Head Salary Matrix - Effective January 2019 (+2.25%)

Range	12 months of service at each step required to move to next step								36 months of service at each step required to move to next step				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
500	8,908	9,252	9,606	9,978	10,363	10,762	11,176	11,604	12,053	12,073	12,098	12,125	12,151
500.1*	9,020	9,365	9,718	10,091	10,476	10,874	11,289	11,716	12,166	12,186	12,211	12,238	12,264
510	9,290	9,648	10,021	10,405	10,805	11,221	11,652	12,099	12,566	12,586	12,612	12,639	12,664
510.2*	9,515	9,874	10,246	10,630	11,030	11,446	11,877	12,324	12,792	12,811	12,837	12,864	12,890
515	9,490	9,856	10,236	10,629	11,037	11,462	11,903	12,359	12,837	12,856	12,883	12,910	12,937
520	9,688	10,059	10,448	10,851	11,270	11,703	12,151	12,617	13,104	13,124	13,150	13,176	13,201
525	9,896	10,276	10,672	11,084	11,512	11,955	12,412	12,888	13,385	13,406	13,432	13,459	13,485
530	10,109	10,496	10,900	11,320	11,756	12,208	12,678	13,163	13,668	13,688	13,714	13,741	13,767

\*Ranges 500.1 and 510.2 - Supplemental Compensation Replacement

### Group B - Managers Salary Matrix - Effective January 2019 (+2.25%)

Range	12 months of service at each step required to move to next step								36 months of service at each step required to move to next step				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
400	5,647	5,867	6,093	6,331	6,575	6,832	7,095	7,371	7,656	7,677	7,702	7,730	7,757
405	5,885	6,118	6,353	6,600	6,856	7,123	7,399	7,684	7,983	8,004	8,029	8,058	8,085
410	6,137	6,377	6,623	6,882	7,147	7,424	7,712	8,009	8,321	8,341	8,367	8,395	8,422
415	6,399	6,649	6,908	7,176	7,452	7,742	8,041	8,351	8,674	8,696	8,722	8,750	8,776
420	6,673	6,933	7,202	7,480	7,773	8,070	8,382	8,705	9,040	9,062	9,087	9,115	9,142
425	6,960	7,231	7,510	7,800	8,101	8,416	8,741	9,075	9,428	9,448	9,474	9,502	9,529
425.1*	7,241	7,513	7,792	8,081	8,383	8,697	9,022	9,357	9,709	9,729	9,755	9,783	9,810
430	7,257	7,540	7,831	8,133	8,447	8,775	9,112	9,464	9,830	9,850	9,876	9,904	9,931
435	7,570	7,862	8,168	8,487	8,810	9,152	9,503	9,868	10,250	10,271	10,297	10,325	10,352
440	7,893	8,201	8,517	8,847	9,188	9,540	9,907	10,289	10,685	10,707	10,733	10,761	10,788
440.1*	8,175	8,482	8,798	9,128	9,469	9,822	10,189	10,570	10,967	10,988	11,014	11,042	11,069
445	8,731	8,550	8,879	9,224	9,577	9,947	10,331	10,727	11,140	11,161	11,187	11,215	11,243
450	8,583	8,915	9,260	9,615	9,987	10,372	10,771	11,186	11,616	11,637	11,662	11,691	11,718

\*Ranges 425.1 & 440.1 - Supplemental Compensation Replacement

### Group C - Professional/Supervisory Salary Matrix - Effective January 2019 (+2.25%)

Range	12 months of service at each step required to move to next step								36 months of service at each step required to move to next step				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
300	4,086	4,251	4,421	4,593	4,774	4,962	5,154	5,353	5,519	5,541	5,566	5,594	5,617
305	4,261	4,435	4,609	4,789	4,977	5,172	5,372	5,581	5,755	5,778	5,804	5,833	5,858
310	4,440	4,624	4,805	4,994	5,189	5,394	5,603	5,819	6,001	6,023	6,049	6,078	6,103
315	4,633	4,823	5,011	5,206	5,410	5,621	5,839	6,064	6,252	6,274	6,300	6,329	6,355
320	4,831	5,027	5,224	5,429	5,638	5,852	6,087	6,323	6,519	6,541	6,567	6,595	6,621
325	5,039	5,242	5,447	5,660	5,879	6,111	6,349	6,593	6,799	6,821	6,847	6,877	6,901
330	5,253	5,466	5,681	5,900	6,129	6,368	6,616	6,870	7,084	7,106	7,132	7,161	7,187
335	5,478	5,701	5,923	6,152	6,391	6,639	6,897	7,164	7,385	7,408	7,434	7,463	7,489
340	5,712	5,942	6,175	6,414	6,663	6,924	7,192	7,469	7,700	7,722	7,748	7,777	7,803
345	5,958	6,195	6,436	6,686	6,947	7,218	7,495	7,783	8,074	8,096	8,121	8,150	8,176
345.1*	6,239	6,477	6,718	6,968	7,229	7,499	7,776	8,064	8,305	8,328	8,353	8,382	8,408
350	6,211	6,460	6,713	6,975	7,245	7,525	7,813	8,115	8,365	8,387	8,413	8,443	8,467
355	6,477	6,736	6,999	7,269	7,557	7,845	8,148	8,462	8,723	8,744	8,770	8,799	8,825
360	6,755	7,026	7,299	7,581	7,873	8,180	8,494	8,821	9,092	9,114	9,139	9,169	9,195
365	7,043	7,325	7,609	7,904	8,210	8,528	8,857	9,197	9,479	9,502	9,528	9,557	9,583
370	7,346	7,639	7,936	8,243	8,560	8,893	9,235	9,591	9,885	9,907	9,933	9,962	9,988
375	7,659	7,967	8,275	8,595	8,927	9,273	9,629	9,998	10,306	10,328	10,354	10,384	10,408

\*Range 345.1 - Supplemental Compensation Replacement

**Group D - Support Salary Matrix - FLSA Non-Exempt - Effective January 2019 (+2.25%)**

Range	12 months of service at each step required to move to next step										24 mos of service	36 months of service at each step required to move to next step			
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	
200	2,947	3,066	3,194	3,326	3,457	3,597	3,738	3,887	4,035	4,115	4,137	4,162	4,191	4,217	
210	3,072	3,196	3,328	3,465	3,602	3,747	3,893	4,047	4,207	4,289	4,312	4,338	4,367	4,393	
220	3,201	3,331	3,470	3,612	3,754	3,904	4,057	4,215	4,381	4,466	4,489	4,515	4,544	4,570	
230	3,339	3,475	3,620	3,768	3,915	4,071	4,230	4,395	4,570	4,660	4,681	4,707	4,736	4,762	
240	3,482	3,625	3,773	3,927	4,080	4,243	4,408	4,579	4,759	4,852	4,874	4,900	4,929	4,955	
250	3,629	3,778	3,933	4,095	4,255	4,423	4,596	4,774	4,967	5,059	5,081	5,107	5,136	5,162	
260	3,784	3,939	4,099	4,266	4,435	4,610	4,790	4,976	5,171	5,273	5,296	5,322	5,351	5,377	
270	4,107	4,268	4,441	4,616	4,796	4,986	5,179	5,379	5,591	5,755	5,778	5,804	5,833	5,858	

**Group E - Sheriff's Binding Arbitration Adjustment Salary Matrix<sup>1</sup>  
Effective January 2019 (+2.0%)**

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
620	6,247	6,495	6,752	7,018	7,285	7,563	7,850	8,148	8,451
630	6,560	6,820	7,090	7,369	7,650	7,940	8,242	8,555	8,871
640	6,890	7,163	7,444	7,740	8,033	8,337	8,655	8,983	9,315
650	7,231	7,520	7,817	8,125	8,433	8,756	9,087	9,433	9,781
660	7,595	7,895	8,207	8,530	8,857	9,191	9,542	9,904	10,271
670	7,974	8,291	8,617	8,958	9,297	9,653	10,019	10,399	10,784
680	8,373	8,705	9,047	9,406	9,762	10,135	10,520	10,919	11,323
690	8,791	9,138	9,495	9,863	10,243	10,637	11,047	11,471	11,901

Percent of Deputy top wage step

**Group E LONGEVITY**

Yrs of Service	%	Hourly Rate	Longevity
6	2.00%	\$40.41	\$0.81
9	3.00%	\$40.41	\$1.21
12	3.50%	\$40.41	\$1.41
15	4.00%	\$40.41	\$1.67
18	4.50%	\$40.41	\$1.82
21	5.00%	\$40.41	\$2.02
24	6.00%	\$40.41	\$2.42

**Effective July 2019 (+1.0%)**

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
620	6,309	6,560	6,819	7,088	7,358	7,639	7,929	8,230	8,535
630	6,626	6,889	7,161	7,443	7,726	8,020	8,324	8,640	8,960
640	6,959	7,234	7,518	7,817	8,113	8,421	8,742	9,073	9,408
650	7,306	7,595	7,895	8,206	8,518	8,843	9,178	9,527	9,879
660	7,671	7,974	8,289	8,615	8,946	9,283	9,637	10,003	10,374
670	8,054	8,374	8,703	9,047	9,390	9,749	10,119	10,503	10,892
680	8,457	8,792	9,138	9,500	9,860	10,236	10,625	11,028	11,437
690	8,879	9,224	9,581	9,950	10,331	10,726	11,137	11,563	12,001

Yrs of Service	%	Hourly Rate	Longevity
6	2.00%	\$40.82	\$0.82
9	3.00%	\$40.82	\$1.22
12	3.50%	\$40.82	\$1.43
15	4.00%	\$40.82	\$1.63
18	4.50%	\$40.82	\$1.84
21	5.00%	\$40.82	\$2.04
24	6.00%	\$40.82	\$2.45

**Group F - Corrections Binding Arbitration Adjustment Salary Matrix<sup>1</sup>**

Range	Effective January 2019 (+2.25%)									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
720	6,943	7,157	7,436	7,722	8,015	8,336	8,690	9,062	9,451	9,857
740	7,651	8,004	8,314	8,633	8,959	9,318	9,714	10,177	10,656	11,154

36 months of service at each step required to move to next step

<sup>1</sup>If there is a collective bargaining agreement settled per Section 5.6, salaries may change during the term of this resolution.

**Group G - Court Reporters & Health Officer Salary Matrix - Effective January 2019 (+2.25%)**

Range	12 months of service at each step required to move to next step								36 months of service at each step required to move to next step				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
801	6,546	6,552	6,559	6,567	6,574	6,583	6,589	6,597	6,606	6,629	6,654	6,683	6,709
802	7,531	7,537	7,544	7,552	7,559	7,568	7,575	7,582	7,591	7,614	7,639	7,668	7,694

**Group H - Court Commissioner Salary Matrix<sup>2</sup>**

Range	9/1/2018	7/1/2019	7/1/2019	
903	12,943	14,593	14,324	(90% of Superior Court Judge Salary)
904	11,639	13,113	12,881	(85% of District Court Judge Salary)

<sup>2</sup>Salaries are set by the Washington Citizens' Commission on Salaries for Elected Officials.